

Register of participants in the ePerehdytys online course of Suomen Rakennusmedia Oy

Information on processing of personal data as required by Article 14 of Regulation (EU) 2016/679 (General Data Protection Regulation)

1. Name of the register	Register of participants in the ePerehdytys online course
2. Controller and contact person of the register	Suomen Rakennusmedia Oy Contact person: Heidi Husari, CEO heidi.husari@rakennusmedia.fi 040 831 2829, 09 129 9249 Eteläranta 10, Helsinki 00130
3. Purpose and basis of processing of personal data	Personal data is processed and used for managing training events and collecting statistics. Data is collected, processed and stored for performing the company's principal business functions and fulfilling the contractual relationship between the company and its clients in connection with the ePerehdytys service. Only data required for operational purposes is collected from trainees.
4. Regular sources of data	Data is collected for the purposes specified in the data protection policy from: - Data subjects themselves when they become clients and register as users of the service; when data subjects use the services, or when other work-related contacts occur between Suomen Rakennusmedia Oy and a data subject. - Third parties, such as employers, within the limits permitted by applicable laws, and for the purposes specified in these register rules.
5. Data content of the register	The register includes data on clients/users, grouped as follows: - Name - Date of birth - E-mail address - Mobile phone number - User ID (VAT number) - Name, registry code and address of the employer - Language - First login date - Last login date

	<ul style="list-style-type: none"> - Information on completion the ePerehdytys online course (time of completion, results, and expiry of the validity period of training) <p>Identifiable data is kept for 35 days after successful completion of the course. After this period, any identifiable data will be removed and only anonymous statistical data on the training (e.g., the number and dates of training courses) will be retained.</p>
6. Regular data transfers	<p>Data on completed training is transferred to the Finnish professional qualifications register, Taitorekisteri, which is maintained by the company Suomen Tilaaavastuu. Data transfers are subject to user consent.</p> <p>Suomen Rakennusmedia does not sell or transfer the data on trainees to third parties. The data may be transferred to public authorities and other statutory institutions to the extent specified and permitted by applicable legislation.</p>
7. Data transfers to countries outside the EU or the EEA.	<p>The data is not transferred to countries outside the EU or the EEA.</p>
8. Data storage and security	<p>The necessity of storing personal data in the register is assessed on a regular basis, usually once a year. Unnecessary data is erased and inaccurate data is rectified.</p> <p>The employees of Suomen Rakennusmedia may use the data contained in the register of personal data only to the extent required for their professional tasks and duties (Finnish Personal Data Act – HTL, Sections 7 and 9).</p> <p>The data of the register of trainees is collected in databases, which are protected with information technological measures. The databases and backup copies are kept in locked/protected rooms.</p> <p>The register is protected with user names, passwords, and a firewall. Unauthorised persons have no access to manually processed documents that contain information on data subjects.</p>
9. Right of access	<p>The data subject has the right to know, which data concerning the data subject is processed in the register. The data subject may submit an access request to the contact person specified by the controller.</p>
10. Right to demand rectification of data and right to request deletion of data or restriction of processing	<p>The data subject has, in the cases specified in GDPR, the right to demand rectification, completion or deletion of the data concerning the data subject, or request restriction of data processing.</p> <p>Any aforementioned requests of the data subject should be sent to the controller's e-mail address help.eperehdytys@rakennusmedia.fi.</p>

<p>11. Right to object to the processing of personal data</p>	<p>GDPR grants the data subject the right to object to the processing of personal data in specific processing situations concerning the data subject.</p>
<p>12. Right to lodge a complaint with the data protection officer</p>	<p>GDPR and the Finnish Data Protection Act grant the data subject the right to lodge a complaint with the data protection officer concerning the processing of personal data as described in the overview of the register.</p>